

Job Announcements and Recruitment Type

Please pay close attention to the recruitment strategy listed on the job announcement. Some positions are open to the public, while others are limited to a specific population.

- ♦ State-Wide Promotional – only current state agency employees are eligible to apply
- ♦ MDOT-Wide Promotional – only current MDOT employees are eligible to apply
- ♦ MVA-Wide Promotional – only current MVA employees are eligible to apply
- ♦ OPEN – anyone may apply

CHECKLIST

Be sure your completed application has all of the following information before submitting it to Human Resources:

- ♦ Job Information – Announcement number and job title
- ♦ Personal Information – Full name, current mailing address, day and evening phone numbers, and social security number
- ♦ Education – High school name, city and state, colleges or universities, name, city and state, majors and type and year of any degrees received (show total credits earned and indicate whether semester or quarter hours)
- ♦ Work Experience – job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and date), and hours per week.
- ♦ Original signature and date/check appropriate box

Human Resources

Motor Vehicle Administration

MDOT WEBSITE
www.smarttransportation.com

MVA JOB LINE
(410) 424-3113

MDOT INTEREST FILE
(410) 865-1073

EMPLOYMENT APPLICATION GUIDELINES

Motor Vehicle Administration



Human Resources
6601 Ritchie Highway, N.E., Rm.101
Glen Burnie, MD 21062



Completing the Motor Vehicle Administration Application for Employment



The Maryland Department of Transportation uses a special employment application form known as the DTS-1 for positions within the Transportation Service Human Resources System (TSHRS). The DTS-1 is available for downloading off our website, is readable with Adobe Acrobat 3.0 software, and can be printed out on your computer. Or you may complete the application on line via the internet for open positions or on the MVA Intranet for MVA Promotional positions. Please note that applications are only accepted for current recruitments.

General Guidelines

- ◆ A separate application is required for each position for which you are applying
- ◆ Read the job announcement in its entirety before filling out a job application
- ◆ Follow the application instructions exactly
- ◆ Fill out ALL of the required information on the application completely (leave no blanks)
- ◆ Be sure to provide an original signature and date on the completed application or check the appropriate box if applying online
- ◆ Be sure your application arrives at the Glen Burnie MVA Human Resources office by the closing date to ensure consideration (Postmarks and faxes are not accepted)

Employment Record Section

When completing the employment record section, be careful to note any special skills,

licenses, training, and/or certifications applicable to the position for which you are applying. The following are tips and suggestions for the successful completion of this section of the application.

- ◆ Applications should be tailored toward the specific job for which you are applying so that the applicant can emphasize work experience most relevant to that position.
- ◆ Keep in mind that screening for work experience is based on the information presented by you in the employment record section of the application.
- ◆ No assumptions will be made.
- ◆ Applicants must demonstrate in the application how they meet the minimum experience requirements as stated in the job posting.
- ◆ Be sure to include ALL of your employment experience.
- ◆ Failure to list specific examples of work duties in all areas of qualifications, knowledge, skills, and abilities listed in the job announcement may result in the applicant being considered as unqualified and/or not being granted an interview.
- ◆ Do not write see resume in lieu of listing specific job duties or other information requested in this section of the application.
- ◆ List each position separately (including those with the same employer) and indicate duties and complete dates (month/year) for each position held.

Be as specific and detailed as possible when providing information. Begin with your current or last position and work backwards to your first. If you need additional space to adequately describe your employment history, you may attach a typed employment history providing the same information in the same format as the application form. The information included in the employment record section of the application will be the official record of your employment experience. It must accurately reflect all your significant duties performed.

Education Section

- ◆ Applicants must accurately and thoroughly complete this section in order to receive education credit.
- ◆ Be sure to include ALL of the following when completing this section: name of college, dates attended (month/year), number of credit hours completed, and degree title if awarded and year received.
- ◆ Applicants must indicate the number of credits completed in addition to any degrees you have obtained.

Licenses

Some MVA positions require a valid driver's license in order to be considered for a specific position. Please be sure to list all the information requested on the application. This includes the expiration date, license number, class, and the applicant's birth date.